

Work / Life

Top 10 ways to deal with OVERWHELM

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NAVIGATOR

Lately, many of the people I've been talking with or coaching have been complaining about being overwhelmed. I have to admit that I've been wrestling with it too.

My ideas and commitments seem to far outpace my time and energy. So here's my advice to you—and to myself—for dealing with overwhelm.

1. Recognize that overwhelm isn't real.

It's not something that attacks us. It's a feeling we experience based upon a belief there's too much to do and too little time to do it. It's fear—plain and simple. And once we recognize and acknowledge it, we're better equipped to deal with it.

2. Be grateful.

Just think, the alternative is that you have little to do and you're bored. Appreciate the fact that you have the opportunities and the projects that allow you to contribute to the world.

3. Accept the fact you'll never be caught up.

If you're a person of action—someone with goals and aspirations—it's not too likely you'll ever have an empty inbox. The times in which we live and our ability to do meaningful work throughout our lives lead me to believe that we will always have things left to do.

4. Understand that we can only think about one thing at a time.

We may be able to multitask and we may be able to switch our thoughts very rapidly, but we really can hold only one thought in our mind at a time. Trying to think about more than one thing at once is very tiring and frustrating.

5. Be selective.

The biggest weapon you have in fighting overwhelm is your ability to prioritize what you need to do. By making intelligent choices based upon urgent, non-urgent, important and non-important, we can focus better. By basing these choices on our core values, we can relax in the belief that we're doing what matters most.

6. Delegate.

Learn to gain the assistance of others. People like to help, but you have to ask. Anything that can be adequately done by someone else should be delegated. It's an important skill worth developing.

7. Learn to say no.

Our feelings of overwhelm largely come from taking on too much. If you're asked to do something, don't be too quick to accept the assignment. You might think you're being a nice person, but, if you succumb to health problems because of it, you won't be nice for very much longer.

If you're told to do something (by a boss, for instance), ask them which things they would like to have you put off while you complete the new assignment.

8. Take care of yourself.

There will always be times when we're called upon to put forth extra effort. And we can if we've been taking good care of ourselves. For those periods where extra drive, a few extra hours, and hard work are required, we need to be in good shape—mentally and physically.

If we've been eating, sleeping, and exercising properly, we'll be far better prepared for the extra stress our lives require.

Remember to take breaks. The tendency for many of us is to work harder and longer. In actuality, we can get more done in less time and with less effort if we take breaks.

9. Breathe.

When we feel overwhelmed, we have a tendency to tighten up instead of relax. It seems like there are many things we HAVE to do, but the only thing we REALLY have to do is breathe. Take some long, deep breaths and feel yourself returning to the present.

10. Focus on the task at hand.

If we're thinking about what's NOT getting done or all the other things we have to do, we can't focus well on what we're doing now. Think about what you ARE doing rather than what you're NOT getting done. Otherwise, you're going to be defeated by your feelings of overwhelm.

Use these 10 tips in dealing with overwhelm, and you'll find yourself feeling more in charge and at peace.

(Source: Michael Angier, Success Networks International, Inc., <http://successnet.org>)

WEB SITE PICKS

www.labtestsonline.org

Do you need to know why a certain lab test is performed, how it is used, or what the results mean? The answers are no more than a mouse click away.

Lab Tests Online provides detailed descriptions of a broad range of tests, including common tests such as cholesterol and glucose, and newer tests like ApoE and Tau/Ab42, which are helpful in diagnosing Alzheimer's Disease. The site also offers indepth articles on topics such as reference ranges, test reliability, genetic testing, and home testing.

If you can't find the answers you're looking for on the site, Lab Tests Online also offers a confidential e-mail service through which you can ask questions and receive answers from a clinical laboratory scientist. Simply click on the "Ask Us" tab included in each test description.

Led by the American Association for Clinical Chemistry (AACC), this noncommercial Web site is designed exclusively to serve patients' needs.

The bend in the road isn't the end of the road unless you fail to make the turn.
—Lexis Manzara

FAST FACT

"Each human cell contains about 2 meters (6.6 feet) of DNA supercoiled on itself such that it fits within the cell nucleus."

(Source: The Cambridge Factfinder—David Crystal, Editor.)

THOUGHT DU JOUR

How to Make "Self Improvement" Work Every Time!

There is an inherent problem with the approach most people take to self-improvement of any kind. There is a presupposition that there is something wrong that needs fixing. Perhaps it is true that there are areas in their lives that they wish to change. However, the mindset with which they approach transformation will very often NEGATE any positive results they might have. Why? Because all of their focus is on the PROBLEM they are trying to solve, rather than their vision for what their life will be like without the alleged problem.

There is a very basic physical natural law which ultimately determines ANY success on ANY level. This law dictates exactly what our experience will be from moment to moment. Best of all, this law is fully under our control at all times, even if we are not aware of it.

This "law" is the Law of Attraction. Most of the time, you hear about this law in terms of how it will help you to attract wealth or abundance in general. However, the Law of Attraction transcends just those basic desires. The Law of Attraction dictates that you will receive back exactly what you "vibrate." That is, what you are FEELING. Where is your attention? Is it on the feelings associated with the problem or with the feelings of no longer having the problem?

If you approach self-improvement material with the desire to "get rid of the problem," and if all your feelings are on how terrible or frustrating this "problem" is, Universal Law dictates that you will simply attract more of those feelings and more of the circumstances that brought the problem to you in the first place. The universe isn't "out to get you." It is simply responding to the "request" that you are putting out by way of your feelings.

If, however, you approach your self-improvement solutions with high positive feelings associated with what your life WILL be if you visualize your success with your program of choice on all sensory levels, particularly on the level of emotion, you will literally magnetically ATTRACT the success you are looking for! Miracles will occur!

While this may sound very "mystic" or even preposterous, I submit to you that EVERY aspect of your life right now has been brought to you in perfect response to your prevailing thoughts and beliefs which directly affect your emotional state, which in turn causes you to emit very specific and magnetic frequencies which attract like frequencies.

We must never forget that beyond simply being flesh and bone, we are, at a molecular level, ENERGY. And our personal energy obeys the same physical laws as all other types of energy.

The wealthiest, most successful people in the world use the Law of Attraction (albeit often unconsciously) to effortlessly bring into their lives whatever they envision. This could be wealth, successful businesses, or satisfying relationships. Or, it could simply be wisdom, peace of mind, and a sense of purpose.

The big secret is that you truly CAN have whatever you want, regardless of how "pie-in-the-sky" this may sound. You need only learn a few key concepts about HOW to ask for what you want to begin receiving it in abundance! Despite what you may currently believe or have been taught, it is not the purpose of our lives to struggle, to work hard for years, or try to "figure things out." Our job is to do what we love to do. When we do that with full trust and knowing that doing so will naturally attract our deepest desires, we become powerful magnets, which absolutely assures our success.

(Source: Bob Doyle, the CEO and founder of Boundless Living, and the developer of the "Wealth Beyond Reason" program, which provides a continuing education of the physics of wealth, abundance, and joyous living through the Law of Attraction. <http://www.self-growth.com/products/boundless.html>)

Whining is not only graceless, but can be dangerous. It can alert a brute that a victim is in the neighborhood.
—Maya Angelou

YOUR HEALTH

Quick Stroke Test Detection

A simple three-step test improves stroke detection: Ask the person to smile, to raise both arms and to keep them up, and to speak a simple sentence clearly. Performance of the test can help bystanders gather enough information to mobilize emergency services and get the patient to the hospital rapidly. This test takes less than one minute. The sooner a stroke victim receives medical attention, the better the chances of recovery.

The test works 96 percent of the time, whereas arm weakness, facial weakness, and speech deficits are not as easily discernable without this test.

Reminder: Yogurt retains substantial amounts of potassium, calcium, and magnesium, important nutrients for blood pressure and stroke reduction.

(Source: American Stroke Association Meeting, Phoenix, AZ, February 13, 2003; *Journal of Nutrition* 2001; 131: 1875–1878. Excerpted by Betty Kamen, Ph.D., and Michael Rosenbaum, M.D., at <http://www.bettykamen.com>)

"There are only two things that prevent you from accomplishing your goals—fear and self-doubt. When you learn to trust yourself and ask for help, the world gets a whole lot easier."
—Wyatt Webb

HUMOR

The Perfect Job

My first job was working in an orange juice factory, but I got canned, couldn't concentrate.

After that I tried to be a tailor, but I just wasn't suited for it mainly because it was just a sew-sew job.

Then I tried to be a chef—figured it would add a little spice to my life, but I just didn't have the thyme.

Next I tried working in a muffler factory, but that was too exhausting.

I managed to get a good job working for a pool maintenance company, but the work was just too draining.

I attempted to be a deli worker, but any way I sliced it, I couldn't cut the mustard.

Then I worked in the woods as a lumberjack, but I just couldn't hack it, so they gave me the ax.

I was fired from a job at a zoo feeding the giraffes because I just wasn't up to it.

Next was a job in a shoe factory; I tried, but I just didn't fit in.

So then I got a job in a workout center, but they said I wasn't fit for the job.

I found being an electrician was interesting, but the work was shocking.

After many years of trying to find steady work, I finally got a job as a historian until I realized there was no future in it.

I studied a long time to become a doctor, but I didn't have the patients to finish.

My very best job was being a musician, but eventually I found I wasn't noteworthy.

I became a professional fisherman, but discovered that I couldn't live on my net income.

My last job was working at a coffee shop, but I had to quit because it was always the same old grind.

So I retired and found I'm perfect for the job!

Author Unknown

INSPIRATION

Don't Quit

When things go wrong, as they sometimes will,
When the road you're trudging seems all uphill,
When the funds are low and debts are high,
And you want to smile but have to sigh.

When care is pressing you down a bit,
Rest, if you must, but don't you quit.

Life is queer with its twists and turns,
As everyone of us sometimes learns,
And many a failure turns about,
When he might have won if he'd stuck it out.

Don't give up though the pace seems slow,
You might succeed with another blow.

Often the struggler has given up,
When he might have captured the victor's cup.

And he learned too late, when the night
slipped down,
How close he was to the golden crown.

Success is failure turned inside out,
The silver tint of clouds of doubt,
And you never can tell how close you are,
It may be near when it seems afar.

So stick to the fight when you're hardest hit,
It's when things seem worst that you mustn't quit.

Author Unknown

We either make ourselves miserable or we
make ourselves strong. The amount of work
is the same.

—Carlos Casteneda, author and philosopher

NUTRITION TIP

Microwaved Veggies: Bad News

Microwaving destroys cancer-fighting compounds in your vegetables. Microwaved broccoli loses 97 percent, 74 percent, and 87 percent of three major antioxidant compounds. By stark comparison, steamed broccoli loses only 11 percent, 0 percent, and 8 percent of the same very important antioxidants.

Since most bioactive compounds are water-soluble, a high percentage gets leached into cooking water, reducing nutritional benefits. To help retain nutrients, veggies should be cooked in a minimum amount of water (as in steaming).

Blanching vegetables prior to freezing also causes up to a third of antioxidant losses. Further losses are incurred during frozen storage.

Antioxidants help to eliminate free radicals, which damage our cells and lead to cancer and heart disease.

(Source: *Journal of the Science of Food and Agriculture* 2003; 93 (14). Excerpted by Betty Kamen, Ph.D., and Michael Rosenbaum, M.D., at <http://www.bettykamen.com>)

I know now that my circumstances do not make me what I am, but that they reveal who I have chosen to be.
—Wayne W. Dyer

WORDS OF WISDOM

Accepting Yourself Unconditionally

Self-acceptance begins in infancy, with the influence of your parents and siblings, and other important people. Your own level of self-acceptance is determined largely by how well you feel you are accepted by the important people in your life.

Your attitude toward yourself is determined largely by the attitudes that you think other people have toward you. When you believe that other people think highly of you, your level of self-acceptance and self-esteem goes straight up.

The best way to build a healthy personality involves understanding yourself and your feelings.

Letting the Light Shine In

This is achieved through the simple exercise of self-disclosure. For you to truly understand yourself, or to stop being troubled by things that may have happened in your past, you must be able to disclose yourself to at least one person. You have to be able to get those things off your chest. You must rid yourself of those thoughts and feelings by revealing them to someone who won't make you feel guilty or ashamed for what has happened.

Become Aware of Your Feelings

The second part of personality development follows from self-disclosure, and it's called self-awareness. Only when you can disclose what you're truly thinking and feeling to someone else can you become aware of those thoughts and emotions. If the other person simply listens to you without commenting or criticizing, you have the opportunity to become more aware of the person you are and why you do the things you do. You begin to develop perspective, or what Buddhists call "detachment."

Accept the Person You Are

Now we come to the good part. After you've gone through self-disclosure to self-awareness, you arrive at self-acceptance. You accept yourself for the person you are, with good points and bad points, with strengths and weaknesses, and with the normal frailties of a human being. When you develop the ability to stand back and look at yourself honestly, and to candidly admit to others that you may not be perfect but you're all you've got, you start to enjoy a heightened sense of self-acceptance.

Do an Inventory of Your Accomplishments

A valuable exercise for developing higher levels of self-acceptance involves doing an inventory of yourself. In doing this inventory, your job is to accentuate the positive and minimize the negative. Think of your unique talents and abilities. Think of your core skills, the things that you do exceptionally well that account for your success in your profession and in your personal life right now.

Think About Your Future

Think about your future possibilities and the fact that your potential is virtually unlimited. You can do what you want to do and go where you want to go. You can be the person you want to be. You can set large and small goals, make plans, and move step-by-step, progressively toward their realization. There are no obstacles to what you can accomplish except the obstacles that you create in your mind.

Action Exercises

First, sit down with your spouse, or a good friend, and tell him or her about something that is troubling you and is still causing you unhappiness.

Second, develop perspective on your problem by standing back from it and imagining that it was happening to someone else. What advice would you give to that person?

Third, think continually about the good experiences and accomplishments you have enjoyed in the past. Remind yourself regularly that you are a pretty good person and you've done a lot of good things in your life.

(Source: Brian Tracy, an authority on personal and business success. www.briantracy.com)

FINANCES

It's Easy to Earn Money

There is a very real possibility that everything you and I have been taught about how to earn money is so far from the truth that it's almost comical. Earning money has nothing to do with age, formal education, gender, or geography. It has nothing to do with past experience or your formal years of education or your level of intellect. There are individuals who are functionally illiterate who have become multi-millionaires, while there are others who are absolutely brilliant, and they are broke. Virtually anyone can be taught how to earn millions of dollars, and yet the sad truth is that 97 out of every 100 people are born, live their entire lives, and die without ever learning how to earn money. To perpetuate this ridiculous problem, their ignorance is passed along from one generation to the next.

Our school system has been designed as an environment to enlighten young minds, to replace ignorance with understanding and thereby improve the quality of life. Our educational system has obviously been successful in many areas. However, it has woefully neglected one important subject, "How to Earn Money." You can earn a doctorate degree in economics and have little or no knowledge of how to earn money. A lack of understanding in this area is the cause of numerous unwanted and unnecessary problems, since money is the medium of exchange that is used worldwide for other people's products and services.

There has always been a small, select group, approximately 3 percent of our population, who clearly understand that prosperity consciousness is the primary cause of wealth, and their prosperity consciousness, like ignorance, is also passed down from one generation to the next.

Let's look at "money." What is it? Money is a reward you receive for the service you render. The more valuable the service, the greater the reward. Thinking of ways we can be of greater service will not only help us earn more money, it will also enable us to grow intellectually and spiritually.

Money Is an Idea

The paper you fold and place in your purse or pocket is not money. It is paper with ink on it. It represents money, but it is not money. Money is an idea. The earning of money has nothing to do with the paper stuff. It has to do with consciousness.

I am aware there are books that instruct you on how to manipulate the market, stocks, and people . . . they might even help you get money. But, let me caution you . . . when there is no spiritual growth . . . there is no spiritual strength . . . there is no lasting happiness . . . and, there is no real or lasting wealth.

To accumulate wealth, a person must become very comfortable with the idea of money. That may sound strange, however, most people are not comfortable with the idea of money, which is why they do not have any. The cause of poverty is poverty consciousness. A poverty consciousness will cause a person to see, hear, smell, think, and feel lack and limitation.

The late Mike Todd said, "Being broke is a temporary situation. Being poor is a mental state."

He was correct. There are wealthy people who lose every cent they have through a series of mistakes in judgment . . . but that does not make them poor. They will have it all back in a short time because of their prosperity consciousness.

If you have any question in your mind regarding your level of consciousness with respect to money, be very honest with yourself and look at your results. Study the patterns in your life.

If you want to improve your financial position in life, focus your attention on creating a higher level of prosperity consciousness. Begin by preparing a powerful, positive affirmation and fuel it with emotion. When you do this, you are depositing this creative energy in the treasury of your subconscious mind. And, by repeating this process over and over and over again every day, it will begin to alter your conditioning and mentally move you in the direction you want to go. Write it out, read it, feel it, and let it take hold of your mind.

How much money do you want? Saying you want more is not good enough. Five dollars is more. How much more? Decide on a figure. Be specific. You will not seriously want more money than you are capable of earning; however, you would be wise to remember, you must earn it.

There Are Three Income-Earning Strategies

Trading time for money—By far the worst of the three income-earning strategies, it is employed by approximately 96 percent of our population. There is an inherent problem with this strategy—saturation. You run out of time. If a person accumulates any degree of wealth employing this strategy, it will be at the expense of a life. They compromise on the car they drive, the house they live in, the clothes they choose, and the vacations they take. They rarely, if ever, get what they want.

Investing money to earn money—This strategy is used by approximately 3 percent of the population. The number is small for the obvious reason—very few people have any money to invest. Many people who effectively employ this strategy follow the advice of a trusted, knowledgeable advisor.

Leveraging yourself to earn money—This is where you multiply your time through the efforts of others by setting up Multiple Sources of Income (MSI). This is, without question, the very best way to increase your income. Make a decision to have many sources of income; it's the strategy that wealthy people have used dating clear back to the ancient Babylonians. Unfortunately, this strategy is only used by approximately 1 percent of our population, yet that 1 percent earns approximately 96 percent of all the money that is earned! You are only a decision away from membership.

Once you determine how much money you want to earn, write it down on a sheet of paper in large figures. Look at the number with the dollar sign beside it and tell yourself over and over again:

That Amount of Money is an Effect. It Represents a Reward that I Want to Receive. What Service Can I Render that Would be Deserving of that Reward?

You can take the total figure and divide it into multiple parts. Each part would represent a source of income. Each source of income represents a separate reward that you would receive for a service you would render.

Work on one source of income at a time; each one can become an exciting part of your life. What you are actually doing is thinking of different ways you can be of service to others.

Think of how you can do whatever you do more effectively.

Think of how you can improve the quality and quantity of service you render.

Think of how you can help people in a greater way.

Money is the ultimate servant. The more you earn, the more you can help others.

(Source: Bob Proctor, author and motivational speaker, has focused his entire life and agenda around helping people create lives of prosperity, rewarding relationships, and spiritual awareness. www.bobproctor.com)

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